

# **Job Description: INDIGENT HEALTH CARE DIRECTOR**

**CLASS NO.** 2901

**EEOC CATEGORY:** Officials and Administrators

**PAY GROUP:** 23

**FLSA:** Exempt

## **SUMMARY OF POSITION**

Manages day-to-day supervision and coordination of the activities of the Indigent Health Care office, including determining applicant eligibility for Chambers County Indigent Health Care, local, state, and federal grant programs, administering office budget, and approving payments on claims for Chambers County Indigent Health Care, Chambers County Jail, and local, state, and federal social service and grant programs. Maintains departmental records, including personnel information, medical and grant contracts, payroll, budget, annual reports, etc.

## **ORGANIZATIONAL RELATIONSHIPS**

1.     Reports to: County Judge
2.     Directs: Caseworker
3.     Other: Has contact with other county officials, representatives of social service provider agencies or organizations, program participants, and the general public.

## **EXAMPLES OF WORK**

### **Essential Duties\***

Oversees and coordinates the activities of the Indigent Health Care office, including contracting with outside health care agencies to provide services to eligible clients;

Interviews clients to assess their needs and establish their eligibility for indigent health care services;

Refers clients to other agencies as required;

Processes case files within the guidelines established by grants and other programs available to clients through Indigent Health Care office;

Resolves problems arising from clients or health care providers as necessary;

Authorizes and processes claims for payment for CIHCP services;

Establishes procedures for office and client relationships;

Supervises, assigns work to, and evaluates the performance of the office caseworker;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Updated and Approved CC 2/9/2016

Chambers County

## **CLASS NO. 2901 (Continued)**

Conducts interviews, hires, and dismisses office employees as necessary;

Prepares and submits grant proposals to assist county residents with social services and administers any grants received, including performing accounting tasks and ensuring compliance with contract agreements;

Administers Indigent Health Care office budget to ensure effective utilization of available funds within established guidelines and agreements;

Prepares and submits financial, activity, and other reports to Commissioners Court and appropriate agencies as required;

Travels to different locations within the state as necessary to administer programs, grants, etc., or to assist clients; and

Orders necessary equipment and supplies to ensure efficient office operations.

Maintains thorough knowledge and ability to carry out the policy guidelines of the Texas Department of State Health Services to maintain a county health care program that complies with Chapter 61 state mandated Indigent Health Care and Treatment Act; (by attending continuing education classes)

Review, authorizes and processes claims for payment for Indigent Health Care, County Jail, and state and federal grant programs;

Processes referrals and authorizations to appropriate medical facilities.

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* social service agencies and programs; standard office management procedures; current basic accounting practices and procedures; and interviewing techniques.

*Skill/Ability to:* train, supervise, motivate, and evaluate staff; make decisions in accordance with established departmental rules, regulations, and statutes; maintain complex records and files; prepare technical, legal, or statistical reports; make sound decisions in stressful situations; make appropriate referrals; prepare complete and accurate records and reports; work cases in an efficient and timely manner; demonstrate proficiency in both oral and written communication including ability to communicate with people from varying socioeconomic and situational backgrounds; operate standard office equipment, including typewriter, calculator, and computer using standard word processing software; and establish and maintain effective working relationships with staff, clients, other county employees or officials, representatives of other local, state, and/or federal agencies, and the general public.

**CLASS NO. 2901 (Continued)**

**ACCEPTABLE TRAINING AND EXPERIENCE**

Bachelor's degree in social sciences, business administration, or a related field, plus at least two years of related work experience;

*or* high school diploma, or its equivalent, plus casework in accounting, secretarial work, or office administration and at least six years of related work experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.